

Section I  
SITE-SPECIFIC DOCUMENTS

ADMINISTRATIVE RECORD INDEX  
for the  
MONARCH TILE MFG., INC. Site

1.0 PRE-REMEDIAL

1.9 Site Inspection Documents

1. "Preliminary Assessment for Monarch Tile, Florence, Alabama," prepared by the U.S. Environmental Protection Agency, Region IV. (March 3, 1989).
2. Letter from George A. Yarbrough, Alabama Department of Environmental Management, to Gina Townsend, EPA Region IV (with attachments). This letter submitted the site screening investigation report for the Monarch Tile Company, Florence, Lauderdale County, Alabama (March 2, 1990).
3. Site Screening Investigation - Phase II, Monarch Tile, Florence, Alabama, ALD067102301, Alabama Department of Environmental Management. Transmitted by the enclosed letter from George A. Yarbrough, ADEM, to Gina Townsend, EPA Region IV (January 2, 1991). Note: Due to the CONFIDENTIAL nature of the material, a portion of this document has been withheld. Withheld material is available, for Judicial review only, in the Records Center at EPA Region IV, Atlanta, Georgia.
4. "Richard Jardine, Staff Engineer, Dynamac Corporation, Project Note to file for Monarch Tile; Subject: Calculation of area of Settling Pond Three." (July 21, 1992).

2.0 REMOVAL RESPONSE

2.2 Sampling and Analysis Data

1. "Assessment of Monarch Tile's Waste Water Basins, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (March 1992).
2. "Ditch Characterization, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (March 1992).

## 2.0 REMOVAL RESPONSE

### 2.2 Sampling and Analysis Data (cont'd.)

3. "North Ditch Soil Removal Report, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (August 1992).
4. Groundwater Monitoring Well Sampling Report, Monarch Tile, Inc., Florence, Alabama, Confidential: Attorney/Client Privileged" ENSR Consulting and Engineering (March 1994).
5. "North Plant Fill Area Investigation, Revision 0, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (July 1994).
6. "Background Sampling and Analysis Report, Monarch Tile, Inc., Florence, Alabama, Revision 0" ENSR Consulting and Engineering (August 1994).
7. "Stormwater Runoff Sampling Report, Monarch Tile, Inc., Florence, Alabama, Revision 0" ENSR Consulting and Engineering (August 1994).

### 2.8 Removal Response Reports

1. "Final Report: Site Characterization of Monarch Tile Manufacturing, Inc., Facility, Florence, Alabama, prepared for Monarch Tile by Ecology and Environment, Inc. (December 1987).
2. "Economic Feasibility Report on the Closure of the Waste Water Basins and Sludge Trench," ENSR Consulting and Engineering (February 1993).
3. "EE/CA [Engineering Evaluation/Cost Analysis] Health and Safety Plan for Sampling and Analysis at Monarch Tile Facility, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (July 1994).
4. "Preliminary Public Health Assessment for Monarch Tile, Florence, Lauderdale County, Alabama, CERCLIS No. ALD067102301," Agency for Toxic Substances and Disease Registry (ATSDR) and the Alabama Department of Public Health (November 23, 1994).
5. "Engineering Evaluation and Cost Analysis Work Plan, Monarch Tile, Inc., Florence, Alabama, Revision 2" ENSR Consulting and Engineering (December 1994).

## 2.8 Removal Response Reports (cont'd.)

6. "EE/CA [Engineering Evaluation/Cost Analysis] Sampling and Analysis Plan, Monarch Tile, Inc., Florence, Alabama, Revision 2" ENSR Consulting and Engineering (December 1994).
7. Approval Memorandum from Timothy R. Woolheater, EPA Region IV, to Joseph R. Franzmathes, EPA Region IV. This memorandum requested and documented EPA Region IV approval to conduct the EE/CA Engineering Evaluation/Cost Analysis and a Non-Time Critical Removal at the Monarch Tile Manufacturing Site in Florence, Alabama (December 23, 1994).
8. "Streamlined Risk Evaluation Work Plan, Monarch Tile, Inc., Florence, Alabama," ENSR Consulting and Engineering (May 1995).
9. "Site Characterization Summary, Monarch Tile, Inc., Florence, Alabama, Revision 1" ENSR Consulting and Engineering (with Appendices) (December 1995).
10. "Site Characterization Summary, Monarch Tile, Inc., Florence, Alabama, Data Validation, Appendix F (June 1995)" ENSR Consulting and Engineering (December 1995). [This document is available for review, by appointment only, in the records center at EPA Region IV, Atlanta, Georgia].
11. "Site Characterization Summary, Monarch Tile, Inc., Florence, Alabama, Laboratory Data Packages, Appendix G, Volume 1 of 2 (June 1995)" ENSR Consulting and Engineering (December 1995). [This document is available for review, by appointment only, in the records center at EPA Region IV, Atlanta, Georgia].
12. "Site Characterization Summary, Monarch Tile, Inc., Florence, Alabama, Laboratory Data Packages, Appendix G, Volume 2 of 2 (June 1995)" ENSR Consulting and Engineering (December 1995). [This document is available for review, by appointment only, in the records center at EPA Region IV, Atlanta, Georgia].
13. Letter from Timothy Woolheater, EPA Region IV, to Blair D. Burgess, Jr., ENSR Consulting and Engineering. Requests clarification of Groundwater Characterization in the Site Characterization Summary. Requires that a report be prepared defining the potential for soil contamination to impact groundwater quality. (January 9, 1996).

## 2.8 Removal Response Reports (cont'd.)

14. Letter from Mark Peterson & Blair Burgess, Jr., ENSR Consulting and Engineering, to Timothy Woolheater, EPA Region IV. Response to EPA letter of 1/9/96. (February 8, 1996).
15. Memorandum from Blair Burgess, Jr. and Karen Hopkins, ENSR Consulting and Engineering, to Timothy Woolheater, EPA Region IV. Discusses cleanup levels in regards to lead toxicity to soil invertebrates. (February 28, 1996).
16. Letter from Blair Burgess, Jr., ENSR Consulting and Engineering, to Timothy Woolheater, EPA Region IV. Letter report describing the methods and results of the Treatability Study conducted on wastewater sludge obtained from the trench located behind Monarch Tile's South Plant. (March 1, 1996).
17. Memorandum from Blair Burgess, Jr., ENSR Consulting and Engineering, to Timothy Woolheater, EPA Region IV. Discusses disposal of sludge from the Sludge Trench. (March 7, 1996).
18. "Letter Report on Groundwater Issues, Rickwood Road/Helton Drive Proposed NPL Site, Groundwater Characterization at the Rickwood Road/Helton Drive Proposed NPL Site, Florence, Lauderdale County, Alabama," ENSR Consulting and Engineering (April 1996).
19. "Streamlined Risk Evaluation, Monarch Tile, Inc., Florence, Alabama, Revision 2," ENSR Consulting and Engineering (April 1996).
20. "Proposed Rickwood Road/Helton Drive NPL Site, Florence, Alabama, Letter Report of Limited Removal Action and Closure of the Sludge Trench," ENSR Consulting and Engineering (May 1996).
21. "Rickwood Road/Helton Drive Proposed NPL Site, Florence, Alabama, Engineering Evaluation/Cost Analysis, Revision 2" ENSR Consulting and Engineering (May 1996).
22. Memorandum from Blair Burgess, Jr., ENSR Consulting and Engineering, to Timothy Woolheater, EPA Region IV. Reports on the Focused Inspection of North Ditch Station 22A. (May 21, 1996).

## 2.9 Action Memoranda (cont'd.)

1. Action Memorandum, from Timothy R. Woolheater, EPA Region IV, to Richard D. Green, EPA Region IV. A request and authorization for a Non-Time Critical Removal Action at the Monarch Tile, Inc. Site, Florence, Lauderdale County, Alabama. (August 15, 1996). [Attachments are filed and cited as items 7 and 21 in break 2.8 - REMOVAL ACTION - Removal Response Reports].

## 10.0 ENFORCEMENT

### 10.11 EPA Administrative Orders

1. Administrative Order on Consent for Non-Time Critical Removal Action, In The Matter Of: Monarch Tile, Inc., Respondent. EPA Docket No. 95-7-C Transmitted December 1, 1994, by the attached letter from Joseph R. Franzmathes, EPA Region IV, to Thomas S. White, Monarch Tile Manufacturing, Inc. (December 1, 1994).

## 11.0 POTENTIALLY RESPONSIBLE PARTIES (PRP)

### 11.9 PRP-Specific Correspondence

1. Letter from Patrick D. Seiter, Cabaniss, Johnston, Gardner, Dumas & O'Neal (representing Monarch Tile, Inc.) to Regional Administrator, EPA Region IV. This letter informed EPA that Monarch Tile was aware of the presence of certain heavy metals at their facility and in adjacent drainage ditches. It further stated that Monarch Tile desired to remediate the situation, with EPA approval (March 3, 1988). [See item 1 in 2.8 REMOVAL ACTION - Removal Response Reports for the attachment to this letter].
2. Letter from Donald J. Guinyard, EPA Region IV, to C. Scott Holcomb, President, Monarch Tile, Inc. This letter served as a notice of potential liability in the matter of the Monarch Tile Site, Florence, Lauderdale County, Alabama (August 12, 1991).
3. Letter from Joseph R. Franzmathes, EPA Region IV, to Prentice Hall, register agent for DCA Development Corporation. This letter served as a formal request for information in the matter of Monarch Tile, Inc., Florence, Lauderdale County, Alabama (January 27, 1994).

### 13.0 COMMUNITY RELATIONS

#### 13.6 Community Relations Plans (cont'd.)

1. "Community Relations Plan, Rickwood Road/Helton Drive Proposed Superfund Site, Florence, Lauderdale County, Alabama," EPA Region IV (December 1995).

#### 13.7 News Clippings and Press Releases

1. Press Release: "EPA Public Meeting/Comment Period" for publication in the Florence Times Daily on June 8th and 12th, 1996. (June 1996).

#### 13.9 Fact Sheets

1. "Superfund Fact Sheet, Rickwood Road/Helton Drive Site [Monarch Tile, Inc.], Florence, Lauderdale County, Alabama," EPA Region IV (January 1995).
2. "U.S. Environmental Protection Agency, Rickwood Road/Helton Drive Site, Proposed Cleanup Fact Sheet, Florence, Lauderdale County, Alabama." (June 1996).

### 17.0 SITE MANAGEMENT RECORDS

#### 17.4 Site Audio-Visuals

1. "Aerial Photographic Site Analysis: Monarch Tile, Florence, Alabama," Environmental Monitoring Systems Laboratory (April 1994).

#### 17.7 Reference Documents

1. "Edward E. Mueller, "Colorants for Ceramics,"" Kirk-Othmer Encyclopedia of Chemical Technology (New York: John Wiley and Sons) 16 pages. (1979).

#### 17.8 State and Local Technical Records

1. Cross-Reference: "Site Characterization of Monarch Tile Manufacturing, Inc. Facility, Florence, Alabama," Final Report; Prepared by Ecology and Environment for Monarch Tile. 45 pages, text, Appendix C, 23 pages. (December 1987). [Filed and cited in 2.8 REMOVAL RESPONSE, Removal Response Reports, entry #1].
2. "Screening Site Inspection (SSI) Report for Monarch Tile, Muscle Shoals, Alabama," prepared by the Alabama Department of Environmental Management (ADEM). (August 17, 1989).

## 17.8 State and Local Technical Records (cont'd.)

3. Memorandum from Dennis L. Hallman, Alabama Department of Environmental Management, to Dan Cooper, Alabama Department of Environmental Management (with attachments). This letter entailed a report on a site investigation of the Monarch Tile Site, Florence, Lauderdale County, Alabama (January 22, 1990).
4. "Monarch Tile Company, Muscle Shoals, Alabama, EPA ID # ALD067102301," Alabama Department of Environmental Management. A report on an October 29-30, 1990, Phase II site inspection conducted at the Monarch Tile Site, Florence, Lauderdale County, Alabama (November 1, 1990).
5. "Betty Ann Pruner, Environmental Specialist, Dynamac Corporation, telephone conversation with Mike Doyle, Superintendent of Water Treatment Plants, Florence Water Department. Subject: Florence Water Department" (January 23, 1992).
6. "Betty Ann Pruner, Environmental Specialist, Dynamac Corporation, telephone conversation with Mr. Bolton, Superintendent of the Water Department, Sheffield Water Department. Subject: Sheffield Water Department." (January 29, 1992).
7. "Betty Ann Pruner, Environmental Specialist, Dynamac Corporation, telephone conversation with William Wrenn, Manager, Toxicology and Special Projects, Tennessee Valley Authority. Subject: Fishing in Cox Creek, Sweetwater Creek, Cypress Creek and the Tennessee River." (March 5, 1992).
8. "Betty Ann Pruner, Environmental Specialist, Dynamac Corporation, telephone conversation with William Wrenn, Manager, Toxicology and Special Projects, Tennessee Valley Authority. Subject: Clarification of fishing in Cox Creek, Sweetwater Creek, Cypress Creek and the Tennessee River." (July 21, 1992).
9. "William E. Vasser, Staff Scientist, Dynamac Corporation, Project Note to file for Monarch Tile. Subject: Estimated average flow rate for Cox Creek." (October 6, 1992).